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DDA Memo, 4 Apr 77

Auth: DDA REG. Date: 100378

25 April 1956

MEMORANDUM FOR : Director of Training

SUBJECT : OTR Bulletin and Notice

1. The OTR Bulletin was first issued in 1953, with Agency-wide, supervisory-level, AB distribution. It was limited in content to an edited version of the featured address given at the former National Intelligence Orientation course. Periodically, to date, some 12 additional Bulletins have been issued, each likewise limited in content.

2. Proposal:

It is proposed that the concept of the OTR Bulletin be revised, in a manner calculated to inform Agency supervisory-level personnel concerning what OTR is doing, proposes to do, how we are planning to carry on our activities, and when we are scheduling our courses, activities and programs. Activities of the Operations School will not be included in the Bulletin.

3. Discussion:

Such a vehicle will result in an increased systemization of our own informational efforts and will assure OTR the widest, direct contact with Agency line-supervisors responsible for sponsoring employees in training.

The revised Bulletin, distributed Agency-wide, should improve significantly our communication within the Agency. Unfortunately, few Training Officers are permitted to devote full-time attention to training matters. As a result, some OTR announcements are distributed on a broadcast basis, some receive analysis and select distribution, and occasionally our material receives such minimal attention, due to the vagaries of the TLO system, that its productive values are seriously impeded. With distribution of this OTR Bulletin on an AB basis, Training Officers may devote more of their limited time to follow-up and servicing, in the interests of their components as well as OTR.

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4. Bulletin Contents:

Each issue of the Table of Contents of the OTR Bulletin may include, but will not be limited to, the sections outlined below. The Bulletin is a flexible vehicle, and each issue will be adapted to the needs expressed by the School and Staff Chiefs.

a. FOREWORD

The "special message", to be highlighted in each monthly issue, appears under this title on the inside front cover. Generally, the DTR will determine the OTR subject which will be featured in this section.

b. REGISTRAR'S REMINDERS

This section provides a 30 to 60 day advance index to scheduled courses, and emphasizes to Agency line-supervisors and TLO's the deadlines to be met for registering students. The chronological listing aids Training Liaison Officers in their follow-up and promotional services. The Registrar also includes in this section such news and remarks as will assist in maintaining registration procedures at peak efficiency.

c. COURSES, ACTIVITIES, AND PROGRAMS

Here is a chronological index of course, activity, and program announcements prepared by School and Staff Chiefs for this current issue. The content of announcements is limited to information not available in the OTR CATALOG OF COURSES. The announcements are ranged on successive pages following this index page. These announcements, prepared approximately 45 days in advance, will be carried in two successive issues of the Bulletin, thus providing maximum information to supervisors.

d. TRAINING NEWS

This section gives Agency supervisors, as well as Training Liaison Officers, a quick, comprehensive, and interesting view of CIA's training panorama. It provides, to those responsible for supporting training, a frame of reference reflective of the total, varied, Agency-wide services performed by OTR.

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e. SCHOOL AND STAFF FEATURE ARTICLES

In each monthly issue of the Bulletin, School and Staff Chiefs have the opportunity to promote a course, activity, or program through feature articles prepared by themselves or members of their staffs. Each article, two-pages or less, is written to interest and inform the Agency-wide supervisory audience, and includes direct reference to a current or future OTR offering. For example, in the prototype Bulletin attached are:

- (1) "Communist Propaganda Exhibit", describing an additional feature of Basic Orientation, Basic School, OTR.
- (2) "Time to Read!", explaining services of the Reading Improvement Branch, Intelligence School, OTR.
- (3) "Russian is Rough? Nyet!", promoting interest in courses of the Slavic Languages Branch, Language and External Training School, OTR.

f. TRAINING DIRECTORIES

These name, phone, and room directories provide Agency supervisors with a graphic picture of the Agency-wide Liaison structure created to serve them in forwarding the CIA training mission. Through these handy directories, supervisors may more readily reach their Training Officers and appropriate offices of OTR.

5. Editorial and Reportorial System:

- a. The OTR Bulletin will be received by all Agency supervisors on the first of each month. ISB advises that if School and Staff reporters provide their copy to the editor seven work-days beforehand, reproduction and AB distribution can be accomplished by the first of each month.
- b. Editorial coordination for the first two monthly issues beginning 1 May, will be handled by PPS; for succeeding issues, by ISB.
- c. Each reporter, appointed by the School or Staff Chief, will coordinate with the Bulletin editor in preparing course, activity, and program announcements, feature articles, and such other items as the School or Staff Chief wishes included in a given issue.

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- d. The Bulletin editor will coordinate with the School and Staff reporters, perform editorial and make-up services, and clear each issue with PPS and the OTR Security Officer.

6. Production, Distribution, and Cost:

- a. Production is by the photo-offset process. Pages are printed on both sides. Photographs, provided by a School or Staff Chief for purposes of illustration or advertisement, can be reproduced by this method.
- b. ISB proposes that the Bulletin format be 6" x 9" booklet size.
- c. Distribution to all Agency management and supervisory personnel will be through the AB system.
- d. ISB estimates cost as follows:

1,000 copies	\$125
(750 for Agency AB distribution,	(20 pages printed
250 for OTR special distribution.)	on both sides)

7. The philosophy of the Bulletin is presented to Agency supervisors in the FOREWORD of the attached prototype edition.

8. The OTR Notice, reflecting the concept originally advanced by the DD/I Training Liaison Officers, is an unclassified list of OTR's courses, activities, and programs scheduled during the coming 30 to 60 days. It has an introductory paragraph informing employees as to how they may get information concerning Agency training, and how they may enroll for training through discussion with their supervisors and Training Liaison Officers. The Notice has been cleared for content by the OTR Security Officer; it contains no information concerning the Operations School. It is posted monthly on approximately 60 employee bulletin boards maintained and serviced throughout the Agency by the Office of Personnel.

9. It is recommended that you approve the proposed OTR Bulletin and Notice for regular publication.



Chief, Plans and Policy Staff

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